Administrative Forms

The following administrative forms are utilized in the administration of postsecondary programs and services. Each form serves a specific purpose in supporting compliance with policy, student enrollment, program participation, and operational processes.

Form	Description
Men's Career and Technical Education (CTE) and Associate Degree Interest Form	This form is used to identify prospective students interested in postsecondary programs after receiving appropriate advisement from the partner institution on their campus. If no postsecondary partner is available, advisement will be provided by a Windham School District student advisor. The form must be signed by both the prospective student and the institution's advisor/designee and submitted for processing through ES30 using the 01 - Add Eligibility screen.
Women's CTE and Associate Degree Interest Form	
Men's Bachelor's and Master's Degree Interest Form	
Women's Bachelor's and Master's Degree Interest Form	
Postsecondary Enrollment Criteria Waiver Form	This form is used to request consideration for exceptions to established postsecondary enrollment criteria, including bachelor's or master's interest list overrides, CTE certification overrides, custody overrides, and Postsecondary Education Reimbursement (PSER) eligibility determinations. All required supporting documentation must accompany the request before it can be reviewed and processed.
Postsecondary Removal Form	This form is used to request the removal of a prospective student from one or more postsecondary interest lists.
Student Drop Form	This form is used to remove a student from the 02 - College Placement List or to document a student's decision to withdraw from all enrolled postsecondary courses.
ES30 Enrollment Template	This template is used to document and track ES30 enrollments, withdrawals, and completions. It includes the required information for enrollment processing and may also be used to support invoicing. Partner institutions that do not have access to ES30 must complete and submit this template to postsecondary@wsdtx.org for processing.
Graduation Invitation Form	This form is used to collect and document information for students participating in a graduation ceremony. Student participation and all invited guests must be approved by the warden.
Technology Request Form	This form is used to request technology resources, equipment, software, system access, or technical facilitate necessary to support postsecondary program operations and instructional activities. All requests are subject to review and approval in accordance with applicable policies.
TDCJ Mainframe Access Request Form	This form is used to request access to TDCJ Mainframe applications, including ES30, R050, and ED00. New partner institutions must complete and submit this form along with the required Non-Disclosure Agreement and Human Resources Security Packet before access can be granted.